

\*\*Template Letter for Family Members on Center Letterhead\*\*

**\*\*Please Tailor as Needed\*\***

To Residents and Family Members:

We know that you may be concerned about the spread of the 2019 coronavirus and how it may impact us here at **[Enter Organization Name]**. **Ensuring residents are cared for in a safe and healthy environment is our greatest concern.**

At this time, we don’t have any cases in our **[center/community/organization]**. The Centers for Disease Control and Prevention (CDC) have recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our building. However, we need your help in battling COVID-19. Below are some examples of how you can help protect residents, as well as prevent the spread throughout the community.

For family members and friends, we ask that you don’t visit **[center/community**] if you have any symptoms of respiratory illness. Those symptoms include: cough, fever, sore throat, runny nose, and/or shortness of breath. We understand that connecting with loved ones is incredibly important, and there are a variety of other ways you might consider connecting with them. These may include telephone, email, text, or through Skype or Facebook. Lets us know how we can help facilitate communication.

**[Organization Name]** is following the recommendations of the CDC on prevention steps, including following strict handwashing procedures, and in many circumstances, wearing gowns and gloves when interacting with residents who are sick. We also are following CDC recommendations as they are updated. In addition, our **[center/community]** is in close contact with the local and state health department and are following their guidance. We are posting signs on our entryway doors to notify visitors of the symptoms of COVID-19 with a request that visitors not enter the building if they are experiencing these symptoms.

We will notify you if any residents or staff are diagnosed with COVID-19. Should you have any questions, please feel free to contact us at: **[PLEASE FILL IN YOUR ORGANIZATION’S CONTACT INFORMATION AND TAILOR TO MEET YOUR ORGANIZATION’S NEEDS.]**

For additional information, please visit the CDC’s coronavirus disease information page at <https://www.cdc.gov/coronavirus/2019-ncov/>

Thank you for your continued support and for being a valuable member of our community.

With gratitude,

**[FILL IN YOUR CENTER INFORMATION]**